6

Arizona Department of Public Safety

Noncriminal Justice Agency Training Reservation Form

The Department of Public Safety Access Integrity Unit (AIU) offers training classes to assist noncriminal justice agencies which submit applicant fingerprint cards in maintaining compliance with state and federal law as it pertains to accessing criminal justice and criminal history record information. Descriptions of the basic classes can be found in the DPS Classes & Assistance section of the Arizona Noncriminal Justice Agency Guide. Classes are free of charge.

To make reservations for training, the Agency Security Contact (ASC) should fill out form, and indicate the class and training date requested, and return it to AIU. Confirmation will be emailed to the ASC.

Training Reservation Form			
Agency Name	Agency OCA		Today's Date
	XX		
Agency Security Contact Name		Agency Security Contact Phone	
Agency Security Contact Email			
Please list all attendees and their email addresses. We will email important check-in information and directions.			
<u>Class Name</u>		Training E	Date # of Attendees
Initial Access Training (Required for new	Agencies)		
NCJA Compliance Training			
Initial Access & NCJA Compliance Con	mbined Training		
Compliance Refresher (Audit Preparat	ion)		
Other:			

Send completed form to:

Arizona Department of Public Safety

Access Integrity Unit

ATTN: Noncriminal Justice Compliance

P.O. Box 6638 | MD 3160 Phoenix, AZ 85005-6638 Fax: (602) 223-2926

OR

ATTN: AIU Noncriminal Justice Compliance

Email: NCJA@azdps.gov Subject line: Training Reservation